

Navarre Garden Club

NAVARRE COMMUNITY CENTER RULES AND REGULATIONS

The Community Center does not have a full-time maintenance person, so it is the RESPONSIBILITY of those organizations/clubs/persons using the facility to keep the premises clean and orderly.

During the time you are using the facility, we ask that each person close the front door each time they leave/enter the building. Also, we ask that children be supervised and not allowed to run either in the building or on the grounds.

Animals are NOT permitted in the building except handicapped-trained animals.

CONFERENCE AREA

1. Return chairs, tables or anything else you have used to the place where you found them. Wipe tables, if necessary. DO NOT move the large conference table.
2. Located in the unlocked closet near the trash cans are a vacuum cleaner, broom, dust pan, carpet sweeper and mop to be used in cleaning the area used. Please be sure to clean the rug and floors (especially after food has been served). Wipe tables and sweep up any sand that your group may have tracked in.
3. The committee asks those groups using the facility for children's activities to refrain from using glitter. Once glitter gets on the floor or carpet, it is so difficult to remove. Please wash all tables and clean the floor after craft projects.
4. Set temperature according to instructions posted on the thermostat. Turn off lights.

KITCHEN

1. Wash all dishes, or if you use the dishwasher empty it, and return dishes to the cabinets. DO NOT LEAVE ANYTHING ON THE COUNTERS OR IN THE DRAIN. Wipe counter tops and the floor should be swept and mopped, if necessary.
2. REMOVE ALL FOOD, ICE AND DRINKS FROM THE REFRIGERATOR. PLACE ALL GARBAGE/TRASH IN TRASH CONTAINER. Food left in refrigerator spoils and other groups will need the space to put their items.
3. Make certain that the coffee maker has been cleaned, grounds dumped, the machine turned off and then UNPLUGGED. As the coffee maker has a hot reservoir, DO NOT put anything on top of it. Replace the lid covering the fill hole.

PROPERTY

No property is to be removed from the building without prior approval from the Chamber Office

(939-3267). The only tables that can be used outside the building are the two long ones with plywood tops. Return them promptly so others will be able to use them.

RESTROOMS

1. Check the restrooms and make sure toilets have been flushed. Straighten, clean and empty trash as necessary.
2. Check doors to stalls to make sure they are not locked from the inside.
3. TURN LIGHTS OFF.

Consideration is the key-please leave the area neat and orderly. No one likes to come in to find they have to vacuum, straighten up tables and chairs, or clean the kitchen before use.

The Committee also asks that no items be taped to any of the walls or doors. Bulletin Boards have been provided for the placement of information of interest to the Community.

The person who obtains usage of the facility is responsible for any damages to the building or surrounding area and, to avoid losing your cleaning deposit or being charged for damages, it is suggested that this person inspect the premises before leaving.

IF BUILDING IS NOT SECURED BASED ON THE CHECKLIST BELOW, THERE WILL BE A \$10 CHARGE.

CHECK LIST

1. Check back doors to be sure they have not been unlocked.
2. All tables and chairs are returned to their proper place.
3. Kitchen is cleaned, dishes washed and returned to cabinets, refrigerator emptied, coffeepot cleaned and unplugged, spills cleaned.
4. Thermostat is set according to posted instructions.
5. Check restrooms to make sure toilets have been flushed and lights turned off.
6. All lights turned off.

